

APPLICANT INVESTIGATIONS EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for duties related to the issuance of pistol permits and the investigation of applicants in the Sheriff's Department. The work is carried out in accordance with established procedures and involves processing applications, performing investigations, finger printing and maintaining a variety of records. Work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides application forms for pistol, gunsmith and dealer in fire arms permits to the public, and answers questions concerning their completion;

Receives and processes completed applications in accordance with applicable law and regulation;

Conducts background investigations in accordance with Sheriff's Department policy of applicants for permits and of applicants for employment;

Takes fingerprints of applicants and as a service to other agencies;

Forwards fingerprint cards to State and Federal agencies in order to investigate criminal histories;

Collects fees;

Maintains and updates a variety of records and prepares routine reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of investigative techniques; working knowledge of fingerprinting techniques; working knowledge of office terminology and procedures; ability to understand carry out oral and written directions; ability to write legibly and keep accurate records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid, or its' part-time equivalent, work experience; OR
- B. Two (2) years of full-time paid, or its' part-time equivalent, work experience.

ULSTER COUNTY
0195 APP INV EX
Classification: Competitive
Union: UCSEA

Adopted: April 1, 1991
Revised: August 21, 1992